

DATE _____

ME OF ORGANIZATION UNIT

NAME OF PERSON TO CONTACT	
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TITLE

ROOM NO.

BUILDING

TELEPHONE

INDICATE WHETHER THE PREPARATION OF RECORDS FOR MICROFILMING, THE REPRODUCTION OF FACSIMILES FROM EXISTING MICRO-FILM OR THE MICROFILMING OF RECORDS WERE CARRIED ON DURING FISCAL YEAR 1954:

☐ YES ☐ NO

[IF YES, COMPLETE SCHEDULES "A" AND "B"]

SCHEDULE A - MICROFILM OPERATIONS

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INSTRUCTIONS: Insert in column A title (or brief description of file) of each group of records microfilmed during fiscal year 1954. Include sizes of records. Insert in column B number of images for each group described in column A. Insert in column C number of 16MM and 35MM film rolls for each group of records listed in column A. Show in column D by whom records were filmed. Use following code: 1 = Reporting organization unit. 2 = LO/P&RD. 3 = Elsewhere within Agency.

In column E, if records were filmed by reporting organization unit, show by whom film was developed. Make no entry if filming operations were accomplished by other than reporting organization unit. Use following code: 1 = Reporting organization unit. 2 = LO/P&RD. 3 = Elsewhere within Agency.

column F show general purposes for which records were microfilmed. Use following code: 1 = Disposal (To reduce t of space or file equipment requirements.) 2 = Vital Materials program. 3 = Preservation of Deteriorating records. 4 = To produce film or paper copies. 5 = To reduce time or labor of current office operations. Explain briefly on separate sheet and attach to schedule. 6 = To quickly copy borrowed records. 7 = Other. Describe on separate sheet and attach to schedule. If used for more than one purpose, list codes in order of relative importance, with most important listed first.

In column G show how long paper record should be retained. In column H check YES or NO whether paper records were destroyed after filming.

[illegible]

SEE SCHEDULE "B" ON REVERSE SIDE

SCHEDULE B - FILM INVENTORY AND REPRODUCTION DATA

INSTRUCTIONS: In item 1A show number of rolls of raw negative film, in terms of 100' rolls, by size, delivered to reporting organization unit during fiscal year 1954. (Some film, packaged in 200' lengths, should be reported in terms of 100' lengths.) In item 1B show number of rolls of raw negative film, in terms of 100' rolls, by size, in inventory at microfilming project site, or elsewhere, e.g. warehouse or supply areas, on date questionnaire is executed. In item 1C show number of rolls of raw negative film entered under 1B which have an expired emulsion date. In item 2 show number of duplicate film reels, such as positive, oxalid, etc., prepared from negative microfilm in possession of organization unit during fiscal year 1954 by size.

In item 3 show number of paper prints made or purchases during fiscal year 1954.

1. RAW NEGATIVE FILM				2. DUPLICATE REELS PRODUCED FROM NEGATIVE	
SIZE	A	B	C	SIZE	NUMBER OF REELS
	DELIVERED	INVENTORY	WITH EXPIRED EMULSION DATE		
16MM				16MM	
35MM				35MM	
				3. NUMBER OF PAPER PRINTS	

INDICATE WHETHER YOU HAVE ANY MICROFILM EQUIPMENT UNDER CONTROL OF YOUR ORGANIZATION UNIT. INCLUDE READERS, CAMERAS, ETC. IN STORAGE AS WELL AS THOSE IN OPERATION.

☐ YES ☐ NO

[IF YES, COMPLETE SCHEDULE "C"]

SCHEDULE C - EQUIPMENT INVENTORY

INSTRUCTIONS: In column A enter the various types of equipment (cameras, readers, etc.) in inventory (that is, equipment in use as well as in storage or on loan to other organization units as of the date the questionnaire is prepared.)

In columns B, C, D, & E list on separate line each type, make, model and serial number of microfilm camera, automatic feeder, enlarger and automatic film-processing and film-printing equipment and readers used in filming and inspection processes.

In column F indicate purchase or rental cost of each piece of equipment. If acquired after 1 July 1953 also indicate month of acquisition.

[illegible]